May 2006 AGENDA - Please note change in meeting locatio



California Environmental Education Interagency Network (CEEIN)

Date: May 18, 2006
Time: 9:30 a.m. to 11:30 a.m.

BRING YOUR OWN BEVERAGE
Conference Phone: 916/323-8775 (note, piease)

Location: Department of Conservation 801 K Street (17th floor) "Daylight" Conference Room

Lead: Kay Antunez
Note taker: Annie Kohut Frankel
Facilitator: Zori Lozano-Friedrich
Backup Lead: Carolyn Tucker

AGENDA

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	Item	Lead	Time	Action	
1.	 Check - in and Catch -up Welcome & Introductions Review Agenda Approve Minutes Update Outstanding Action Items Distribute "What's New in Your World" 	Kay Antunez	9:30 – 9:45	Distribute Sign-In Sheet	
2.	Committee Reports & Discussion		9:45 – 10:30		
	Administration & Organization • Circulate name roster for updates	Phaedra Bota	5 min.	Info	
	Leadership & Legislation	Andrea Lewis	10 min.	Info & Discussion	
	Diversity • Update - Sierra Club Partnership	Kay	5 min	Discussion	
	Communications • Guidelines in Excellence Training - Update	Kay		Sign up	
3.	JCEC Debrief	Kate DiRanna	10:30-11:00	Group Discussion	
4.	What's New In Your World • Announcements	All	11:00-11:15	Info	
5.4.	Meeting Wrap-Up Clarify Action Items Pending Items/Parking Lot Develop May Meeting Agenda Evaluate Meeting	Kay Zori	11:15 – 11:30	Discussion	

Meeting Protocol Agreements:

- Start and end meetings on time; stay on track on agenda.
- Listen and treat others' opinions with respect.
- Keep commitments to agreements and assignments (i.e., follow-up, time frames, due dates, etc.).
- · Make participation in the meeting your priority; keep cell phones on vibrate and only accept emergency calls (outside

the meeting room).

- A quorum of 11 CEEIN Members is needed to hold a meeting.

 For major decisions, if consensus can't be reached, the issue will be put to a vote of the CEEIN members present at the following meeting.
- Make a conscious effort to conduct the meeting in an environmentally friendly manner.